

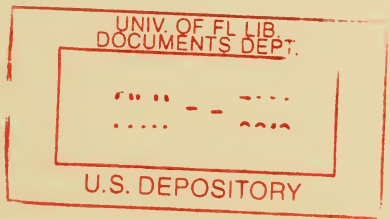
L16.44/2: D36 ✓



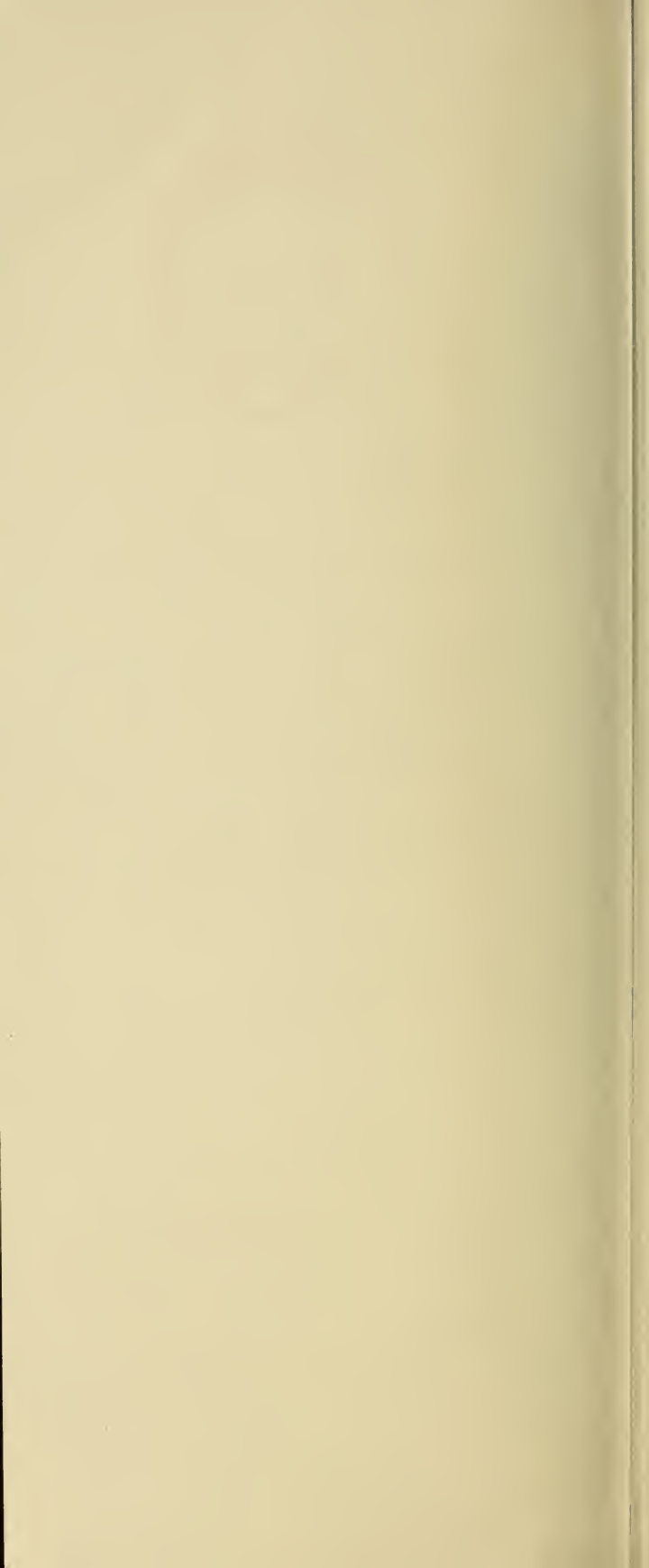
**more**

**defense  
business  
for  
sheltered  
workshops**

*highlights  
of a  
panel discussion*



THE PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED



*The President's Committee on Employment of the Handicapped and the Department of Defense have been working together to encourage more subcontracts for sheltered workshops.*

*At the President's Committee 1965 Annual Meeting, a panel discussion was held on opportunities available to workshops through the Department of Defense and prime contractors.*

*To reach those who were not able to attend the Annual Meeting, this booklet was prepared so that highlights from the discussion could be read by everyone interested in helping the disabled in sheltered workshops.*

---

**Participants:**

ALBERT C. LAZURE, Director  
Small Business and Economic Utilization  
Policy  
Department of Defense

KENNETH B. GAY  
Executive Director, Material  
North American Aviation, Inc.



*Left to right: Panelist Kenneth B. Gay; Moderator Edward Oppenheim, Assistant Cost Production Coordinator, Office of the Assistant Secretary of Defense for Installations and Logistics, Department of Defense; and Panelist Albert C. Lazure.*

# more defense business for sheltered workshops

## *Remarks of*

Albert C. Lazure, Director  
Small Business and Economic Utilization  
Policy  
Department of Defense

## **Doubly Welcome**

Although some sheltered workshops have been used in our defense procurements, most are not active participants in the government marketplace. But you are welcome to join the large group of sellers to the Federal Government. In your case it is doubly so because you are also performing a most necessary rehabilitation function, with large benefits to the persons and communities involved.

## **Eligibility**

In the Department of Defense Directorate for Small Business and Economic Utilization Policy, we have special programs to assist small businesses in areas of labor surplus with their efforts to participate in defense procurement. Sheltered workshops are certainly small businesses. Some of you are located in areas of substantial unemployment, and thus are also labor surplus area firms. You are eligible, therefore, to participate in our small business and labor surplus area procurement programs at the prime contract level and to receive any special considerations under these programs.

## **DoD-GSA Support**

You will be interested to know that Secretary Paul R. Ignatius, the Assistant Secretary of Defense for Installations and Logistics, and Lawson B. Knott, Jr., Administrator of General Services, recently signed a statement indicating our interest in the sheltered workshop program objective. It covers "subcontracting" and calls attention to the capabilities of sheltered workshops to our defense contractors who subcontract out approximately 50 percent of their dollar awards. In addition, it encouraged our service procurement agencies to send bids to more workshops.

Through the President's Committee, we obtained a complete list of workshops and are now working with other procurement agencies in the Government and with the President's Committee, to give maximum coverage to these new sources of supply.

## **Likely Workshop Contracts**

You will, in the sheltered workshops, normally be in an area where we have design disclosure packages (specifications, etc.) of what we want quantity-wise; how we want it quality-wise; and when we want it time-wise. The same is the case concerning money. While some programs have complicated funding, most of the products you could produce are more or less common-use items, with funding relatively stable. Contracts are generally advertised to obtain the maximum of competition, with fixed price awards made to the low responsible bidder.

## **Advantages for Small Business and Labor Surplus Areas**

The limitations and controls on actions and activities of the Government and contractors are reflected best in the clauses that are a part of today's Government contracts. There are many. Most of them deal with conditions that must be

met to meet statutory and administrative requirements of a technical, financial, economic, and social nature. For example, Defense prime contractors holding contracts in excess of \$5,000 assume an obligation to use their best efforts to solicit small businesses and firms in labor surplus areas on all subcontracts within their capability. Those who get contracts in excess of \$500,000 assume an additional obligation to establish small business and labor surplus area programs, with records maintained of activities, a special liaison officer established, and the like. Under other clauses, contractors agree to pay prevailing wage rates, offer equal opportunity for employment to persons without regard for race, color, or creed; buy American; and the like.

When all factors are established on the Government's side, the buying service and agency will invite proposals or bids in which you are told of the requirement, the funding and legal authorities, the schedules, and the conditions under which awards will be made, and those invited to submit a bid.

## **How To Bid for Government Contracts**

You are mainly interested in "Invitations for Bids," on what is generally termed the "advertised procurement" basis. So, you ask, how do we find out about them? The DoD has small business and labor surplus specialists at every procurement installation. They advise the commander of the installation on the small business and labor surplus implication of each procurement, on small business and labor surplus area sources (including workshops) available, recommend partial or total set-asides of procurement for the small business/labor surplus area segment of our economy, advise on possible subcontract opportunities, hold local procurement clinics, and counsel the local industrial and scientific community.

## Helpful Publications

Small business and labor surplus specialists are available to any businessman who calls upon them for help. There are approximately 600 full- or part-time specialists in our Defense establishments throughout the Nation. To study this field, I recommend the directory of *Small Business and Labor Surplus Area Specialists*,<sup>1</sup> and a booklet that gives a good basic orientation in procurement procedures, entitled, *Selling to the Military*.<sup>2</sup>

## Using the Publications

Read the booklet on *Selling to the Military*. Then check the list of specialists. Locate the one nearest you. Call him or, better still, visit him. Use him as your point of contact. He can assist you—alert you to bidding opportunities, tell you about awards recently made to prime contractors that might involve subcontracting opportunities, and suggest further needed action on your part to best present your resources and capabilities.

## Don't Sit Back and Wait

In the front of *Selling to the Military*, there is a copy of the basic form to be filled out by firms that want to be placed on bidders' lists. Complete the form and send it in. But this in itself is no guarantee of an award. You can't just sit back and wait. Subscribe to *Business Daily* (published by the Department of Commerce) or read it in your public library or Chamber of Commerce reading room. Here you will find synopsised many contract opportunities appropriately coded to the type of activities required. Study the area of your specialty. Become con-

---

<sup>1</sup> *Small Business and Labor Surplus Area Specialists*. Office of Assistant Secretary of Defense, Installations and Logistics, Washington, D.C., 20301.

<sup>2</sup> *Selling to the Military*. Department of Defense. For sale by Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 35 cents.



versant with technological and other developments. Make your capabilities known, or, in other words, "Sell!"

We in Defense will do everything that can be done under our procurement laws and regulations to assist you. We want you as competitive sources in our Defense prime and subcontracting activities. The fact that you are here under the President's Committee on Employment of the Handicapped sponsorship, to seek out ways and means to help yourself and your community, is indicative of interest, and in the best traditions of service you have added something fine to the dignity of man.

### ***Remarks of***

Kenneth B. Gay  
Executive Director, Material  
North American Aviation, Inc.

Mr. Gay complemented Mr. Lazure's remarks by explaining the steps workshops should take before approaching a prime contractor.

### **Toot Your Own Horn**

He pointed out that good salesmen create awareness of interest on the part of the buyer, making him want the product or services offered sufficiently to evaluate them and their producer. The importance of "tooting your own horn" as well as getting someone else to "toot your horn" was also emphasized.

### **Initial Action**

Mr. Gay recommended that a workshop's initial action should be to prepare a history, showing how long it has been in operation, total annual sales, net worth or financial status. Ownership, officials, type of organization, size, and cost reduction programs should also be included. The latest annual report, with a financial statement, should accompany the history.

## Information for Contractors

Other data helpful in selling contractors, are a list of key technical personnel and a description of facilities, including location, buildings, productive floorspace, present equipment, office space and furniture, plant protection, and transportation.

Prime contractors are also interested in knowing about previous work performed under Government contracts, contract numbers, companies or agencies involved, buyers' names, products sold, present status, and a list of present contracts.

In conclusion, Mr. Gay suggested contacting Small Business Administrators for guidance, assistance, business potential analysis, procurement policy consultation, resolution of problems, as well as source files on suppliers.

## ***Pertinent Publications***

*Other procurement information available in the Office of Small Business and Economic Utilization Policy, Department of Defense, The Pentagon, Washington, D.C.*

DoD Small Business and Economic Utilization  
Policy and Programs

Guide to Federal Specifications and Standards

How To Obtain Consideration for Architect-  
Engineer Contracts

Inventions Wanted by the Armed Forces

Small Business Guide to Research and Develop-  
ment Opportunities

Product Qualifications and Qualified Products  
Lists

DoD Community Economic Adjustment Pro-  
gram

One Hundred Companies by Value of Military  
Prime Contract Awards

Five Hundred Companies by Value of Military  
Prime Contract Awards

Five Year Trends in Defense Procurement

Military Prime Contract Awards and Subcon-  
tract Payments (Quarterly)

Directory of Exchanges

Bidder's Mailing List Application Forms

How To Do Business with DSA

Commerce Business Daily

List of Commodities Purchased by DSA

List of Military Procurement Offices in Europe

List of Items for Which Additional Suppliers  
Are Needed by the Navy

List of Items for Which Additional Suppliers  
Are Needed by DSA

UNIVERSITY OF FLORIDA



3 1262 08859 8643

